

SERVICE	PRICE	
	1996-97	1997-98
ACCOUNTING AND FINANCIAL SERVICES - (AR CODE 2400, 2410, 2450, 2494, 2495) Provides full service budgeting, accounting, and related fiscal services to other state departments, boards, and commissions. For more information contact Contract Fiscal Services, (916) 322-0475 (CALNET 492-0475).	Information on costs available on request.	Information on costs available on request.
ACOUSTICAL CONSULTANTS see Architecture, Engineering and Construction Services		
ADDRESSING SERVICES Complete addressing services include set-up, entering and updating mailing lists for all state agencies. For additional information contact Office of State Printing, (916) 445-5385 (CALNET 485-5385).	Estimates available upon request and consultation.	Estimates available upon request and consultation.
ADMINISTRATIVE HEARINGS - (AR CODE 1600, 1610, 1620) The Administrative Law Judge conducts quasi-judicial hearings for various state or other public agencies under the Administrative Procedure Act (APA), Department of Developmental Services hearings concerning the level of care service disputes, and other hearings not covered under the APA. The Hearing Reporter and Electronic Recording Monitor make verbatim records of proceedings conducted by the Administrative Law Judge. When called upon, the reporter or electronic recording monitor prepares for a verbatim transcript of the hearing. Administrative Law Judge Hearing Reporter/Electronic Recording Monitor Transcript Rate Filing Fee For additional information contact the Office of Administrative Hearings, (916) 445-4926 (CALNET 485-4926)	\$135.00 per hour Contract Rate \$5.00 per page \$46.00	\$135.00 per hour Contract Rate \$5.00 per page \$46.00
ADMINISTRATIVE SERVICES see Human Resources Services		
ADVERTISING - CONTRACTS see Contract Advertising		
ADVERTISING - LEGAL see Legal Services		
ALTERATIONS SERVICE see Real Estate and Design Services - Space Planning Services		
APPLICATION PROCESSING SERVICES see Technology Consulting Services		
ARCHITECTURE, ENGINEERING & CONSTRUCTION SERVICES* Architecture and Engineering Project Management - Basic Services: Development of program budget plans, schematic plans, preliminary plans, working drawings, specifications, cost estimates for Capital Outlay Construction Projects and A&E Services during construction; other design services, i.e. construction, feasibility studies and pre-architectural programming. *Included in DSA's cost estimates is an OSMB surcharge of .21% in 1996-97 and 1997-98 on the dollar value of construction and private architectural and engineering contract awards (see page 27).	\$86.60 per hour	\$91.00 per hour
ARCHITECTURE, ENGINEERING & CONSTRUCTION SERVICES* (CONT'D) Architectural Graphic Services: Architectural/Engineering Models; Architectural and Site Signage; Architectural Photography; Renderings; Exhibit Design.	\$51.60 per hour	\$54.20 per hour
Architectural Design: Development of plans, elevations, sections, and other graphics as needed, as well as outlining specifications describing the type of construction, occupancy, building materials, and special features required to meet the facility program requirements of the client.	\$86.60 per hour	\$91.00 per hour
Civil Engineering:		

SERVICE	PRICE	
	1996-97	1997-98
Site development work including site grading; road, parking, and yard paving; drainage systems; water supply, treatment, and conveyance facilities; waste water collection, treatment, and disposal facilities; studies and reports.	\$86.60 per hour	\$91.00 per hour
Construction Supervision: Provision of on-site inspection, contract administration, and/or construction management services through the direct assignment of a Construction Supervisor or Inspector to each project during construction period.	\$71.90 per hour	\$71.90 per hour
Cost Engineering: Preparation of construction cost estimates for various phases of project development. Value engineering analysis. Life cycle cost analysis. Verification and review of estimates prepared by other agencies and private consultants.	\$86.60 per hour	\$91.00 per hour
Direct Construction: Direct accomplishment of construction work as follows: Emergency work necessary to prevent damage to state property or to correct unsafe conditions endangering life or property; construction work necessary to complete project on timely basis; work for which no bids are received or excessive bids prevent awarding contract; construction work necessary to complete defaulted contract; construction work unsuitable for bidding due to undefined scope or working conditions, or interference with vital state operations, or otherwise in the best interest of the State.	Prevailing wage plus Administrative cost at \$21.50 per hour	Prevailing wage plus Administrative cost at \$21.50 per hour
Plan Review: A review of construction documents for conformance to Title 24, including schematic design and preliminary plans, critique constructibility, ADA, energy compliance, along with good design practices.	\$86.60 per hour	\$91.00 per hour
Electrical Engineering: Special studies and reports; preparation of plans and specifications for power distribution systems, substations, illuminations, communication systems, fire and life safety systems, electric power generation, computer power, security surveillance systems; field investigation and surveys.	\$86.60 per hour	\$91.00 per hour
Historical Building Safety Review: (AR CODE 2800) Reviews plans and specifications of all state buildings identified to be historical buildings. Review is required to assure compliance with state requirements for meeting historical code criteria.	Estimates available upon request.	Estimates available upon request.
Mechanical Engineering: Preparation of special studies, plans and specifications for heating, ventilation, air conditioning, refrigeration, plumbing, chiller and steam generating plants and mechanical distribution systems; computer calculations and data analysis.	\$86.60 per hour	\$91.00 per hour
*Included in DSA's cost estimates is an OSMB surcharge of .21% in 1996-97 and 1997-98 on the dollar value of construction and private architectural and engineering contract awards (see page 27).		
ARCHITECTURE, ENGINEERING & CONSTRUCTION SERVICES* (CONT'D)		
Structural Engineering: Preparation of structural calculations and drawings for new state buildings. Provide structural studies and reports on existing buildings where structural problems may arise or where upgrading is anticipated.	\$86.60 per hour	\$91.00 per hour
Toxic and Hazardous Waste Management Programs: Asbestos abatement, underground storage tank and PCB-contaminated equipment surveys; remedial plans and specifications; remedial construction work; inspection and certification. Maintains a data base of all state-owned facilities with asbestos.	\$86.60 per hour	\$91.00 per hour
Structural, Fire, and Life Safety: Structural Safety Review of plans and specifications and supervision of construction of schools and essential services buildings as defined in the "Field Act" and "Essential Services Buildings Act"; examination and report on the safety of such buildings:	1.5% of the contract amount up to \$1.0 million	
Review of plans and specifications; inspection during construction.	OR	
Examination of previously constructed California public school buildings for structural safety.		
Fire and Life Safety Review of plans and specifications for the construction of public schools and universities and state owned/occupied essential services buildings for compliance to California State Fire Marshal building standards and regulations under the	(Minimum Fee \$250.00)	

SERVICE**PRICE****1996-97****1997-98**

authority of various sections of the California Health & Safety Code. Compliance analysis includes the application of adopted national fire protection standards for fire related appliances, systems and equipment. Review also includes plan/specification analysis for such non-building fire protection measures related to site access and on-site fire emergency roads as well as provisions for installation of fire hydrants and water fire flow systems. Fire & Life Safety regulatory authority extends to all accessory buildings and structures owned or occupied by the school district.

Access Compliance:

Reviews plans and specifications of all buildings and facilities constructed in whole or in part by the use of State funds. Review is required before a contract can be executed. This review is required to assure compliance with State requirements for architectural accessibility for person with disabilities. Reviews plans and specifications for the construction of public schools, community colleges and universities where construction is done through the use of the funds of any city, county or special district of California. Provides plan review and code analysis consulting services as requested by local agencies and design professionals. Publishes training manuals and provides accessibility seminars.

Cost based upon fees stated in Section 83, Title 21, California Administrative Code.

Other Services:

Special studies, existing facilities studies and evaluations, master planning, architectural programming (infra-structure, State Fire Marshal and ADA compliance), site suitability reports, soil investigations and contract administration. Word processing Project Analysis, Contract Management, and Document Retrieval.

*Included in DSA's cost estimates is an OSMB surcharge of .21% in 1996-97 and 1997-98 on the dollar value of construction and private architectural and engineering contract awards (see page 27).

For additional information, contact the Division of the State Architect, (916) 327-9700 (CALNET 467-9700).

ARCHITECTURAL GRAPHIC SERVICES

see Architecture, Engineering & Construction Services

AUCTION

see Automobile Sales

AUTOMOBILE PURCHASES - (AR CODE 1190)

Contact Office of Fleet Administration, Assistant Chief, Inspection Services at (916) 327-2083 (CALNET 467-2083).

AUTOMOBILE RENTAL - (AR CODE 1140)

Short-Term (tripper) and Long-Term (monthly) rentals of passenger-type pool vehicles are available (see SAM Sec. 4182). Contact the nearest Office of Fleet Administration State Garage for rentals. For additional information, contact the Office of Fleet Administration, (916) 657-2327 (CALNET 437-2327).

**SHORT-TERM
(TRIPPER)**

Sedan, Compact and Subcompact

\$12.00 per day
+\$.14 per mile

\$13.00 per day
+\$.16 per mile

Sedan, Intermediate

\$17.00 per day
+\$.16 per mile

\$20.00 per day
+\$.17 per mile

Pickup Trucks

\$18.00 per day
+\$.16 per mile

\$20.00 per day
+\$.17 per mile

Station Wagons

\$18.00 per day
+\$.16 per mile

\$20.00 per day
+\$.17 per mile

Passenger Vans, and Carryalls

\$19.50 per day
+\$.16 per mile

\$22.00 per day
+\$.17 per mile

Specialty Vehicles

Rates vary by type.

Rates vary by type.

SERVICE	PRICE	
	1996-97	1997-98
LONG-TERM (MONTHLY)		
Sedan, Compact and Subcompact	\$200.00 per month +\$.14 per mile	\$220.00 per month +\$.16 per mile
Sedan, Intermediate	\$230.00 per month +\$.16 per mile	\$275.00 per month +\$.17 per mile
Pickup Trucks	\$280.00 per month +\$.16 per mile	\$318.00 per month +\$.17 per mile
Station Wagons	\$280.00 per month +\$.16 per mile	\$318.00 per month +\$.17 per mile
Passenger Vans, and Carryalls	\$280.00 per month +\$.16 per mile	\$330.00 per month +\$.17 per mile
4-Wheel Drive Vehicle	\$300.00 per month +\$.16 per mile	\$330.00 per month +\$.18 per mile
AUTOMOBILE RENTAL - (AR CODE 1140) - CONT'D		
Flexible Fuel Vehicles	\$230.00 per month +\$.16 per mile	\$275.00 per month +\$.17 per mile
Office Vans	\$300.00 per month +\$.17 per mile	\$375.00 per month +\$.18 per mile
Police Vehicles	\$300.00 per month +\$.17 per mile	\$375.00 per month +\$.18 per mile
Specialty Vehicles	Rates vary by type.	Rates vary by type.
AUTOMOBILE SALES		
Auction Sales (AR CODE 1100)	\$68.00 per vehicle	\$68.00 per vehicle
Vehicle Sales Preparation (AR CODE 1190)	\$63.00 per vehicle	\$63.00 per vehicle
For additional information contact the Office of Fleet Administration's headquarters office, (916) 327-2085, (CALNET 467-2085).		
AUTOMOTIVE INSPECTION SERVICE - (AR CODE 1110)		
A variety of services are provided in regard to equipment operation maintenance and repair. Liaison is maintained with dealers, repair shops, and manufacturers. Review and approval of estimates and surveys is provided. Assistance is also provided in special design and specification problems to fit the equipment to the needs (see SAM 4181). For additional information contact the Office of Fleet Administration's headquarters office at (916) 327-2083 (CALNET 467-2083).	\$82.50 per vehicle annually.	\$82.50 per vehicle annually.
	\$42.00 per hour for special inspections.	\$42.00 per hour for special inspections.
AUTOMOTIVE MAINTENANCE SERVICE - (AR CODE 1170)		
A variety of preventive maintenance services are provided, including repair and installation of replacement parts, which are available at the nearest Office of Fleet Administration State Garage. For additional information contact the Office of Fleet Administration's headquarters office at (916) 657-2675 (CALNET 8-437-2675).		
Labor Mechanic	\$42.00 per hour	\$42.00 per hour
BID PROTEST SERVICES - (AR CODE 2010)		
Resolution of Protests on Consulting Service and Services Contracts using services of the Hearing Officer.	\$44.00 per hour	\$44.00 per hour
For additional information contact the Office of Legal Services (916) 322-5923 (CALNET 492-5923).		
BILL TRACKING		
see Electronic Information Libraries		
BUILDING MAINTENANCE AND OPERATION - (AR CODE 0410)		

SERVICE**PRICE****1996-97****1997-98**

FULL SERVICE: Property management, heating ventilating, air conditioning, general maintenance and operation services are provided, including janitorial services, grounds maintenance, utilities, elevator services and window cleaning.

A portion of the standard rental rate covers the cost for this level of service.

A portion of the standard rental rate covers the cost for this level of service.

For (1) special services to tenants, such as alterations, which are above or beyond normal maintenance, and for (2) service to buildings where costs are not recovered through rent, the following rate schedule will apply:

Estimates available upon request.

Estimates available upon request.

BUILDING MAINTENANCE AND OPERATION (CONT'D) - (AR CODE 0410)**Class**

Clerical Support
 Technical Support
 Building Manager III
 Building Manager II
 Building Manager I
 Chief Engineer II
 Chief Engineer I
 Stationary Engineer
 Stationary Engineer Apprentice
 Supervisor of Building Trades
 Janitor Supervisor III
 Janitor Supervisor II
 Janitor Supervisor I
 Janitorial
 Carpenter Supervisor
 Carpenter I
 Electrician Supervisor
 Electrician II
 Electrician I
 Building Maintenance Worker
 Warehouse Worker
 Laborer
 Painter I
 Plumber I
 Locksmith I
 Electronic Technician
 Electronic Technician Supervisor
 Senior Landscape Architect Supervisor
 Supervising Groundskeeper II
 Supervising Groundskeeper I
 Lead Groundskeeper
 Groundskeeper
 Tree Maintenance Leadworker
 Tree Maintenance Worker
 Truck Driver
 Maintenance Mechanic
 Window Cleaner
 Service Assistant - Warehouse/Stores
 Legislative Help

\$27.70 per hour	\$27.70 per hour
\$48.10 per hour	\$48.10 per hour
\$60.95 per hour	\$60.95 per hour
\$58.35 per hour	\$58.35 per hour
\$55.85 per hour	\$55.85 per hour
\$54.55 per hour	\$54.55 per hour
\$52.05 per hour	\$52.05 per hour
\$46.80 per hour	\$46.80 per hour
\$31.65 per hour	\$31.65 per hour
\$45.40 per hour	\$45.40 per hour
\$30.25 per hour	\$30.25 per hour
\$28.15 per hour	\$28.15 per hour
\$24.85 per hour	\$24.85 per hour
\$23.15 per hour	\$23.15 per hour
\$41.60 per hour	\$41.60 per hour
\$37.90 per hour	\$37.90 per hour
\$45.20 per hour	\$45.20 per hour
\$41.60 per hour	\$41.60 per hour
\$39.80 per hour	\$39.80 per hour
\$32.45 per hour	\$32.45 per hour
\$28.85 per hour	\$28.85 per hour
\$26.75 per hour	\$26.75 per hour
\$37.90 per hour	\$37.90 per hour
\$39.60 per hour	\$39.60 per hour
\$38.60 per hour	\$38.60 per hour
\$34.30 per hour	\$34.30 per hour
\$40.65 per hour	\$40.65 per hour
\$58.95 per hour	\$58.95 per hour
\$36.65 per hour	\$36.65 per hour
\$33.40 per hour	\$33.40 per hour
\$29.15 per hour	\$29.15 per hour
\$28.50 per hour	\$28.50 per hour
\$36.75 per hour	\$36.75 per hour
\$33.30 per hour	\$33.30 per hour
\$33.10 per hour	\$33.10 per hour
\$39.50 per hour	\$39.50 per hour
\$32.10 per hour	\$32.10 per hour
\$20.55 per hour	\$20.55 per hour
\$22.80 per hour	\$22.80 per hour

For additional information regarding building maintenance, contact the Office of Buildings and Grounds (916) 327-6224 (CALNET 467-6224).

SPACE PLANNING SERVICES - (AR CODE 0410):

The Office of Buildings and Grounds provides the space planning services for state-owned buildings. The Office of Real Estate and Design Services provides space planning services for privately leased space.

BUILDING MAINTENANCE AND OPERATION (CONT'D) - (AR CODE 0410)

A. Space Planning: layout, design, preparation of specifications and drawings, and

\$77.00 per hour

\$77.00 per hour

SERVICE	PRICE	
	1996-97	1997-98
building review as necessary for initial arrangements of new premises, expansion and/or alterations of existing space.		
B. Space Programming: Determine program and service space needs; physical and functional relationships; cost and time estimates for construction.	\$77.00 per hour	\$77.00 per hour
For additional information on space planning services for state-owned buildings, contact the Office of Buildings and Grounds (916) 445-3445 (CALNET 485-3445). For information on space planning services for privately leased space contact the Office of Real Estate and Design Services (916) 445-9693 (CALNET 485-9693).		
BUILDING MANAGEMENT see Building Maintenance and Operation		
BUILDING PLANNING AND DESIGN see Architecture, Engineering and Construction Services		
BUSINESS ANALYSIS see Technology Consulting Services		
BUSINESS CARDS see Printing - Business Stationery		
BUSINESS EQUIPMENT MANAGEMENT - (AR CODE 1505) The Business Equipment Management Section manages the Department of General Services' Copier Program, and provides consulting services to agencies on the acquisition of copiers, and duplicating equipment. For additional information, contact the Procurement Division at 574-2159, (CALNET 481-2159).	Estimates available upon request and consultation.	Estimates available upon request and consultation.
BUSINESS PLANNING see Strategic Management & Consulting Services		
CALIFORNIA STATE COMPUTER STORE - (AR CODE 1750) The computer store catalogs list over 13,000 products, including those manufactured by Apple, Compaq, Digital, Hewlett-Packard, IBM, Toshiba, and others. Store personnel demonstrate equipment and provide system design, configuration, integration, and installation services. From personal computers to UNIX workstations, stand alone systems to large networks, computer store personnel are there to help you. The store also offers remanufactured laser printer toner cartridges. The new contract extends the store's presence beyond Sacramento to include new store facilities in San Francisco and Los Angeles. State agencies, cities, counties, special districts and public education institutions may use the contract. For more information, please contact the Office of Information Services, ITEC at (916) 322-9491 (CALNET 454-9491), or (916) 323-3113 (CALNET 454-3113), FAX (916) 322-2055, Internet http://www.dgs.ca.gov/itec/ccs.html	1.21% of value of purchase order.	1.21% of value of purchase order.
CAPITAL PROJECT DELIVERY see Project Development and Management		
CARDIOPULMONARY RESUSCITATION (CPR) TRAINING see Risk and Insurance Management - First Aid - CPR Training		
CARPENTER see Building Maintenance and Operation		
CARPET, RUG AND UPHOLSTERY CLEANERS see Building Maintenance and Operation		
CARPET STANDARDS see Real Estate and Design Services - Space Planning Services		
CD/ROM AND ELECTRONIC PUBLISHING		

SERVICE	PRICE	
	1996-97	1997-98
see Technology Consulting Services		
CERTIFIED SHORTHAND REPORTERS		
see Professional Legal Services (Certified Shorthand Reporters)		
CIVIL ENGINEERING		
see Architecture, Engineering and Construction Services		
CLAIMS MANAGEMENT		
see Project Development and Management		
COMMUNICATIONS: ENGINEERING CONSULTANTS		
see Telecommunications Division		
COMPUTER RECYCLING		
see Office Machine Repair Services		
COMPUTER REPAIR SERVICES		
see Office Machine Repair Services		
COMPUTER SOFTWARE		
see Software Source		
COMPUTER SYSTEMS AND SERVICES		
see Technology Consulting Services		
COMPUTER STORE		
see Software Source		
California State Computer Store		
COMPUTER TRAINING		
see State EDP Education Program (SEEP)		
COMPUTER UPGRADES		
see Office Machine Repair Service		
CONSULTANTS		
see Strategic & Management Consultants		
CONSTRUCTION SERVICES		
see Architecture, Engineering and Construction Services		
CONTRACT ADVERTISING		
The Office of Small and Minority Business (OSMB) publishes state contracting opportunities daily on the Internet California State Contracts Register (CSCR). State law requires agencies to advertise their construction and service contracting opportunities of \$1,000 or more in the CSCR. Commodity contracts are permissive. Advertising exemptions may be requested based upon legal exemption criteria. CSCR services are available to local government and special districts. Call (916) 324-0269 (CALNET 454-0269) for more information.		
STATE REGISTER - (AR CODE 1910):		
Request for Advertising (Electronic)	\$15.50 each	\$15.50 each
Request for Advertising (STD. Form 815)	\$35.50 each	\$35.50 each
Request for Advertising Exemption (STD. Form 821)	\$15.50 each	\$15.50 each
Electronic Bid Package Transfer*	\$100.00 per contract/ amendment.	\$100.00 per contract/ amendment.
* A new 1997 electronic bid package transfer service will allow agencies to electronically distribute bid package instructions to bidders from the Internet CSCR.		
CONTRACT BID PROTEST SERVICES		
see Bid Protest Services		
CONTRACTING SERVICES		
see Project Development and Management		
CONTRACTS AND OTHER DOCUMENTS - (AR CODE 1310)		

SERVICE	PRICE	
	1996-97	1997-98
Services include: <ul style="list-style-type: none"> * Assistance and advise for preparing effective bid packages. * Evaluation of contracts for legal sufficiency. * Advice for making contracts comply with state policy, and securing approval of the Department of General Services. * Advice on Contracting issues. * Special Services (on customer request): <ul style="list-style-type: none"> * Training on contract preparation and management. * Assistance with technical, or complex contractual agreements; large or small. * Special Services are normally provided at the Office of Legal Services' hourly rate, however, other pricing options may be developed. * Upcoming Services: <ul style="list-style-type: none"> * Increased expansion of Information provided via Internet. * Electronic Contract Transmittal pilot will be undertaken in FY 1996-97. Expansion to other agencies will follow. <p>For additional information contact the Office of Legal Services (916) 322-5923 (CALNET 492-5923).</p>	\$114.00 each. \$114.00 each. \$114.00 each. \$114.00 each. Estimates available upon request. Estimates available upon request. No charge Fee to be determined.	\$114.00 each. \$114.00 each. \$114.00 each. \$114.00 each. Estimates available upon request. Estimates available upon request. No charge Fee to be determined.
CONTRACTS FOR EMPLOYEE SERVICES		
see Professional Legal Services (Certified Shorthand Reporters)		
Professional Temporary Services		
COST ESTIMATING		
see Project Development and Management		
COURT REPORTERS		
see Professional Legal Services (Certified Shorthand Reporters)		
DATABASES		
see Electronic Information Libraries		
DATABASE DEVELOPMENT		
see Technology Consulting Services		
DATA PROCESSING - COMPUTER TRAINING		
see State EDP Education Program		
DATA PROCESSING - MANAGERS ACADEMY		
see State EDP Education Program		
DATA PROCESSING - MICROCOMPUTER REPAIR		
see Office Machine Repair Service		
DATA PROCESSING SERVICES		
see Technology Consulting Services		
DEFENSIVE DRIVER TRAINING PROGRAM		
see Risk and Insurance Management		
DESTRUCTION OF CONFIDENTIAL RECORDS		
see Information and Records Management Services		
DELIVERY SERVICE		
see Mail Service		
Messenger Service		
DISASTER INVESTIGATION & EMERGENCY CONSTRUCTION		
see Architecture, Engineering and Construction Services - Direct Construction		
DISTANT EDUCATION/LEARNING		
see State EDP Education Program		
DOCUMENT MANAGEMENT SERVICES		
see Information and Records Management Services		
DRAFTING SERVICES		

SERVICE	PRICE	
	1996-97	1997-98
see Architecture, Engineering and Construction Services		
DUPLICATING SERVICE see Reprographic Services		
EASEMENTS see Real Estate and Design Services		
EC/EDI SERVICES see Technology Consulting Services		
ECONOMIC ANALYSIS see Project Development and Management		
EDP STAFFING see Technology Consulting Services		
EDUCATION PROGRAMS FOR MANAGERS/EXECUTIVES see State EDP Education Program		
ELECTRICAL ENGINEERING see Architecture, Engineering and Construction Services		
ELECTRONIC DATA PROCESSING see Technolgy Consulting Services		
ELECTRONIC INFORMATION LIBRARIES - (AR CODE 1755) Electronic legislative bill tracking, legal and general research services are available through various master service agreements (MSA). These services allow you to quickly research thousands of information sources from convenience of your desk using a personal computer and telephone lines. The following popular services are available at special government rates:		
Legislative Bill Tracking Congressional Quarterly Legi-State Legitech StateNet	Various plans* Various plans* Starts at \$995/year* Starts at \$900/year*	Various plans* Various plans* Starts at \$995/year* Starts at \$900/year*
Legal and General Research Lexis-Nexis Westlaw	\$110/mo./research* \$110/mo./research*	\$110/mo./research* \$110/mo./research*
* State agencies, cities, counties, special districts and public education institutions may use these contracts. A charge of 1.21% of the invoice amount will be added for Administrative fee.		
For more information, please contact the Office of Information Services, ITEC at (916) 322-9494 (CALNET 492-9494), FAX (916) 322-2055, Internet http://www.sws.dgs.ca.gov/itec.html		
ELEVATORS AND ESCALATORS see Architecture, Engineering and Construction Services		
EMPLOYMENT AND ECONOMIC INCENTIVE ACT (EEIA) see Small and Minority Business		
ENERGY see Energy Consulting and/or Natural Gas Procurement		
ENERGY CONSULTING - (AR CODE 0610) Available services include energy project development and funding, energy management consulting, building energy analysis, training and speaker's bureau on energy-related topics, and energy auditing. For additional information or price estimates, contact the Office of Energy Assessments at (916) 323-8777 (CALNET 473-8777).		

SERVICE	PRICE	
	1996-97	1997-98
ENGINEERS		
see Architecture, Engineering and Construction Services		
Building Maintenance and Operation		
Telecommunications Division		
ENVELOPES		
see Printing - Business Stationery		
ENVIRONMENTAL PLANNING SERVICES		
see Project Development and Management		
EQUIPMENT REPAIR SERVICES		
see Office Machine Repair Service		
EXECUTIVE INSTITUTE		
see State EDP Education Program		
FACILITIES PLANNING SERVICES/ OFFICE BUILDING PLANNING & ANALYSIS		
see Project Development and Management		
FARM MACHINERY - REPAIR AND SERVICE		
For information, contact the Office of Fleet Administration, (916) 327-2083 (CALNET 467-2083).		
FAX REPAIR		
see Office Machine Repair Services		
FEASIBILITY STUDY REPORTS		
see Technology Consulting Services		
FILING CONSULTANT SERVICE		
see Information and Records Management Services		
FIRST AID TRAINING		
see Risk and Insurance Management - First Aid - CPR Training		
FORMS MANAGEMENT - CONSULTANTS		
see Information and Records Management Services		
FORMS, PRINTING		
see Printing - Business Stationery		
FREIGHT BILL AUDITS		
see Purchasing - Traffic Management		
GARDENERS		
see Building Maintenance and Operation		
GENERAL SERVICES CHARGE CARDS		
Charge cards are obtained by submitting a Form OFA 58, Request for a General Services Charge Card to the Office of Fleet Administration Headquarters, 802 "Q" Street, Sacramento, CA 95814		
For additional information, contact the Office of Fleet Administration, (916) 327-2085 (CALNET 467-2085).		
GRAPHIC ARTS SERVICES		
see Printing - Special Services		
HANDICAP COMPLIANCE REVIEW		
see Architecture, Engineering and Construction Services		
HUMAN RESOURCES SERVICES - (AR CODE 2100, 2110)		
Provides a full range of human resources services to various boards and commissions on a reimbursable basis. The services include: position classification, examining, salary		
	\$46.00 per hour	\$46.00 per hour

SERVICE

PRICE

1996-97

1997-98

administration, payroll documentation, employee grievance handling, workers' compensation consulting, labor relations consulting, and employee disciplinary action. These services are especially helpful to newly established boards and commissions. For additional information contact the Office of Human Resources, (916) 322-5991 (CALNET 472-5991).

INFORMATION AND RECORDS MANAGEMENT SERVICES

Records Management - (AR CODE 1710):

1. Review records retention requirements for all agencies and approve the destruction of all state records.
2. Evaluate microfilm/optical disk applications in other agencies and review government-wide purchase of document imaging equipment.
3. Review agencies' records management programs and provide consultation and training in records programs.
4. Records Management Consultants will be available through Master Service Agreements (MSA) in the Fall of 1996. MSA provides for evaluation of Records Management programs by pre-qualified contractors. State agencies, cities, counties, special districts, and public education institutions may use this contract.

For more information, please contact the Office of Information Services at (916) 445-2294 (CALNET 485-2294)

FORMS MANAGEMENT CENTER - (AR CODE 1792):

1. Design and analyze all standard forms and provide training in forms design and forms management.
2. Design automated standard forms.
3. Design automated departmental forms using Delrina FormFlow.
4. Provide standard forms on Internet at <http://www.dgs.ca.gov>

For more information, please contact the Office of Information Services at (916) 323-3238 (CALNET 492-3238)

RECORDS CENTER SERVICES - (AR CODE 1710):

Operate records centers for the economical storage of records which must be retained, but which need not be kept in high cost office areas.

Provide vault facilities for the permanent storage of the state's vital or essential records in case of a disaster (microfilm copies only).

Storage of Records in Records Centers - (AR CODE 1710)

The basic annual service charge, per cubic foot per year, covers storage and all services at the Records Center.

Surcharge for Long-Term Records - (AR CODE 1710)

In addition to the billing rates, a surcharge will be placed on all records stored in Records Centers 20 years and beyond. The charge is based on the rationale that Records Centers are not designed to offer permanent storage. This responsibility rests with the State Archives, Office of the Secretary of State. Agencies having long term records should plan to (a) reduce retention periods, (b) microfilm these files, or (c) transfer such records to the State Archives.

INFORMATION AND RECORDS MANAGEMENT SERVICES (CONT'D)

Offsite Storage of Essential Records - (AR CODE 1710)

This annual service charge covers delivery, storage, and retrieval of essential records, which are maintained in a controlled environment.

Destruction of Confidential Records - (AR CODE 1730)

This service charge covers the cost of shredding confidential paper documents by state personnel.

Destruction of Confidential Plastics - (AR CODE 1730)

Destruction of microfilm, microfiche, cassette tapes, computer tapes and other like materials.

For additional information contact the Office of Information Services at (916) 445-2294 (CALNET 485-2294).

\$0.28 per cu. ft./year
of all records owned
by an agency.

\$0.28 per cu. ft./year
of all records owned
by an agency.

\$3.50 per cu. ft.
per year.

\$3.50 per cu. ft.
per year.

\$1.00 per cu. ft.
per year.

\$1.00 per cu. ft.
per year.

\$28.80 per cu. ft.
per year.

\$28.80 per cu. ft.
per year.

\$152.00 per ton
per year.

\$152.00 per ton
per year.

\$600.00 per ton
per year.

\$600.00 per ton
per year.

SERVICE	PRICE	
	1996-97	1997-98
IMAGING & DOCUMENT MANAGEMENT - (AR CODE 1720)		
Pre-qualified consultants will be available through a Master Service Agreement (MSA) for the preparation of Feasibility Study Reports for Document Imaging/Workflow Projects. State agencies, cities, counties, special districts, and public education institutions may use this contract.		
For additional information contact the Office of Information Services at (916) 445-2294 (CALNET 485-2294).		
INFORMATION SYSTEMS PLANNING		
see Strategic Management & Consulting Services		
INSURANCE		
see Risk and Insurance Management		
INTERMITTENT EMPLOYEE SERVICE CONTRACTS		
see Professional Legal Services (Certified Shorthand Reporters)		
Professional Temporary Services		
INTERNET SERVICES		
see Technology Consulting Services		
INTERIOR DESIGN CONSULTING SERVICES		
see Architectural, Engineering and Construction Services		
Real Estate and Design Services - Space Planning Services		
Building Maintenance and Operation		
JANITORIAL SERVICES		
see Building Maintenance and Operation		
KEY DATA ENTRY SERVICES		
see Technology Consulting Services		
LABORATORY BUILDING PROGRAM		
see Project Development and Management		
LAN/WAN SERVICES		
see Technology Consulting Services		
LAND ACQUISITION		
see Real Estate and Design Services		
LAND INDEX		
see Real Estate and Design Services - Statewide Property Inventory		
LAND SALES		
see Real Estate and Design Services		
LANDSCAPE ARCHITECTURE		
see Architecture, Engineering and Construction Services		
LEASING		
Automobile - See Automobile Rental		
Office and Warehouse Space - See Real Estate and Design Services - Leasing Services		
LEGAL ASSISTANTS		
see Professional Legal Services (Certified Shorthand Reporters)		
LEGAL RESEARCH		
see Electronic Information Libraries		
LEGAL ADVICE HOURLY SERVICES - (AR CODE 1320)		
Legal services to the Department of General Services, the Department of Finance, and various boards and commissions, which includes giving legal advice on new and ongoing programs; the advocacy of the Department's position in a wide variety of situations; the issuing of opinions, and the drafting and reviewing of legal documents. Also, bid protest matters or specifically contracted arrangements with the state agencies. For other services, see Bid Protest Services and Contracts and Other Documents.		
	\$114.00 per hour	\$118.00 per hour

SERVICE	PRICE	
	1996-97	1997-98
For information, contact the Office of Legal Services (916) 322-5923 (CALNET 492-5923).		
LEGISLATIVE CODES see Publications		
LOCKSMITH SERVICES see Building Maintenance and Operation		
MACHINE REPAIR see Office Machine Repair Service		
MAIL SERVICE Service includes handling of all incoming and outgoing U.S. Mail, UPS and related mail services, which includes the following: 1. First Class - Prestuffed 4. Consolidation 2. Parcel Post - 3rd Class 5. UPS 3. Special Handling For additional information contact the Office of State Printing (916) 445-5353, (CALNET 485-5353) Shipping and Receiving: Service consists of receiving, inspecting and preparing required documents for incoming freight as well as making all necessary arrangements for out-going freight shipments. For additional information, contact the Office of State Printing (916) 387-4334 (CALNET 428-4334).	Estimates available upon request and consultation.	Estimates available upon request and consultation.
MAIL SERVICE (CONT'D) Mass Mailing Services: Provides mailing services for all state agencies. For additional information, contact the Office of State Printing (916) 445-5353 (CALNET 485-5353). Interagency Mail Service (IMS): Service includes pickup and delivery of mail for state offices only within the Greater Sacramento area. For additional information, contact the Office of State Printing (916) 445-5377 (CALNET 485-5377).	Estimates available upon request and consultation.	Estimates available upon request and consultation.
MASTER CONTRACT, COMPUTER/FAX TYPEWRITER REPAIR see Office Machine Repair Service		
MASTER CONTRACT, COMPUTER & NETWORKING PRODUCTS/SVCS. see Software Source California State Computer Store		
MASTER CONTRACT, CONSULTANTS see Strategic Management & Consulting Services		
MASTER CONTRACT, COURT REPORTERS see Professional Legal Services (Certified Shorthand Reporters)		
MASTER CONTRACTS, IMAGING CONSULTANTS see Information and Records Management		
MASTER CONTRACT, RESEARCH LIBRARIES/BILL TRACKING see Electronic Information Libraries		
MASTER CONTRACT, TEMPORARY HELP see Professional Temporary Services		
MESSENGER SERVICE Internal (scheduled deliveries)	Estimates available	Estimates available

SERVICE	PRICE	
	1996-97	1997-98
External (scheduled deliveries) Special Runs (unscheduled)	upon request and consultation.	upon request and consultation.
For additional information, contact the Office of State Printing (916) 387-4334 (CALNET 428-4334).		
MICROFILM SYSTEMS Services are provided relating to the development of microfilm systems and equipment. A complete range of microfilming services through a Master Service Agreement are also available. For additional information contact the Office of Information Services at (916) 445-2294 (CALNET 485-2294).	Estimates available upon request.	Estimates available upon request.
MOVING STATE AND HOUSEHOLD GOODS - (AR CODE 1540) For assistance and information concerning the transportation of state-owned goods, or employee and office moves, call the Procurement Division (916) 574-2203 (CALNET 481-2203). see Purchasing - Traffic Management	Estimates available upon request.	Estimates available upon request.
NATURAL GAS PROCUREMENT - (AR CODE 0620) Purchasing of natural gas supplies for state facilities is available at prices equal to or better than as provided by the utilities. Services to handle contracts, nominations, gas portfolio development, and billings are in the service. The cost is 25% of the savings compared to the otherwise applicable price from the utility. For further information contact the Office of Energy Assessments (916) 323-8777 (CALNET 473-8777).		
NETWORK PRODUCTS see California State Computer Store		
NETWORK SERVICES see Technology Consulting Services		
OFFICE AND WAREHOUSE SPACE see Real Estate and Design Services		
OFFICE BUILDINGS - ALTERATION SERVICES see Real Estate and Design Services for privately leased space Building and Maintenance Operation for state-owned space		
OFFICE BUILDING PLANNING & ANALYSIS/ FACILITIES PLANNING SERVICES see Project Development and Management		
OFFICE BUILDING MAINTENANCE see Building Maintenance and Operation		
OFFICE EQUIPMENT REPAIR SERVICES see Office Machine Repair Service		
OFFICE FURNITURE AND MACHINES see Property Reutilization Services Purchasing		
OFFICE MACHINE REPAIR SERVICE - (AR CODE 1745) Office Machine Repair Service (OMRS) offers expert repair and maintenance of State-owned and local agency-owned office equipment which includes Personal Computers, Data Printers, Local Area Networks (LANs), FACSIMILE (fax), Word Processors, Typewriters, Calculators and Dictation Equipment. OMRS also provides upgrades on computers allowing you to use the latest software. OMRS has shops and sub-shops located throughout California to better meet your service needs.		

SERVICE	PRICE	
	1996-97	1997-98
For service, call: Northern California (916) 227-4343 (CALNET 498-4343) Southern California (714) 449-5951 (CALNET 666-5951)		
Time & Material Hourly Rate	\$73.00 per hour	\$73.00 per hour
Annual Contracted Rate	\$91.00 per hour	\$91.00 per hour
OFFICE MACHINE REPAIR SERVICE - (AR CODE 1745) - CONT'D		
Special Repairs: Manual typewriters, time stamps, electronic calculators, damaged machines, those dropped, etc., and machines not under the preventive maintenance program will be repaired at the prevailing hourly rate plus cost of parts. Parts cost include a handling charge of 10% not to exceed \$50.00 per part.	\$73.00 per hour	\$73.00 per hour
Facsimile (FAX) machines: Service is available on FAX machines on yearly maintenance contracts or on a time and material basis. Annual maintenance costs will vary according to model and type of FAX equipment. Contact Area Supervisor for more information.	\$73.50 per hour	\$73.50 per hour
For additional information, please contact the Office of Information Services at (916) 323-3237 (CALNET 473-3237).		
ON-LINE DATABASES see Electronic Information Libraries		
PAINTING see Building Maintenance and Operation		
PARKING - DEVELOPMENT AND FEASIBILITY STUDIES see Project Development and Management		
PARKING - SPACE RENTAL - (AR CODE 1160) The Office of Fleet Administration administers state vehicle and employee parking in major urban areas. For additional information contact the Office of Fleet Administration's Employee Parking Unit at (916) 327-2102 (CALNET 467-2102).		
PERSONNEL - CONTRACTED SERVICES see Human Resources - Services		
PLANNING - EDP see Technology Consulting Services		
PLANNING AND PLANNING TRAINING see Strategic & Management Consulting		
PLUMBING SERVICES see Building Maintenance and Operation		
POLICE SERVICES Effective July 1, 1995, responsibility for police service for the protection of state employees and property, and visitors on state property was transferred to the Department of California Highway Patrol (CHP). For additional information, please contact the California Highway Patrol.		
PRINTER CARTRIDGES see Remanufactured Laser Printer Cartridges		
PRINTING - BUSINESS STATIONERY Carbon interleaved forms - office forms - letterheads and envelopes - report forms. Contact the Office of State Printing, (916) 445-2097 (CALNET 485-2097).	Estimates available upon request and consultation.	Estimates available upon request and consultation.
PRINTING - SPECIAL PRODUCTS Windshield stickers, temporary license plates, drivers' test blanks, and other items. Contact the Office of State Printing, (916) 445-2097 (CALNET 485-2097).	Estimates available upon request and consultation.	Estimates available upon request and consultation.
PRINTING - SPECIAL SERVICES Complete composition and copy preparation service, graphic art planning and	Estimates available	Estimates available

Page 16

SERVICE	PRICE	
	1996-97	1997-98
<p>services, service agreements, memorandum of understandings, interagency agreements, and construction contracts.</p> <p>For further information, contact the Office of Project Development and Management at (916) 322-5257, (CALNET 472-5257).</p> <p>Cost Estimating: OPDM provides Cost Estimating services for facilities plans, environmental planning assessments, design and construction of new construction and renovations for buildings and infrastructure projects, cash flow projections, review of consultant or contractor-prepared cost estimates. All levels of cost estimates are available, including conceptual estimate, schematic design estimate, design development, construction document estimate, change order estimate and claims analysis.</p> <p>For further information, contact the Office of Project Development and Management at (916) 322-5257, (CALNET 472-5257).</p> <p>Economic Analysis: OPDM provides Economic Analysis for proposed capital projects. Includes cost estimates, debt service calculations, operations and maintenance costs, break-even points, cash flow requirements, financing alternatives and recommendations for developing capital projects.</p> <p>For further information, contact the Office of Project Development and Management at (916) 322-5257, (CALNET 472-5257).</p> <p>Environmental Planning Services; OPDM provides assistance to all departments, boards, and commissions in conducting environmental planning, special studies (preliminary site assessments, site suitability, etc.), and the preparation of environmental documents required by the California Environmental Quality Act and National Environmental Policy Act. This office provides both experienced staff in the preparation of environmental documents and the availability of professional consultant services for larger and/or complex projects. Environmental planning consultants are maintained under master and retainer contracts to provide a broad range of planning services. The office also offers project management assistance in obtaining permits for various state and federal environmental protection laws, such as the California Endangered Species Act.</p> <p>For additional information, please contact the Office of Project Development and Management at (916) 324-0214 (CALNET 454-0214).</p>	<p>upon request.</p> <p>Estimates available upon request.</p> <p>Estimates available upon request.</p> <p>Estimates available upon request.</p>	<p>upon request.</p> <p>Estimates available upon request.</p> <p>Estimates available upon request.</p> <p>Estimates available upon request.</p>
<p>PROJECT DEVELOPMENT AND MANAGEMENT - (AR CODE 0110) - CONT'D</p> <p>Facilities Planning Services/Office Building Planning and Analysis: The OPDM provides professional planning services for the preparation of facility plans and related studies. Services include developing plans for future space and facility needs, employee forecasting, site selection studies, cost/benefit analysis to guide comparisons of facility lease/purchase, and related cost estimating for new or renovated facilities. The office also provides assistance in the preparation of the analysis needed to support BCP's or legislative proposals for office and other support facilities.</p> <p>For additional information, contact the Office of Project Development and Management at (916) 324-0214 (CALNET 454-0214).</p> <p>Parking - Development and Feasibility Studies Consulting services available for development and/or altering parking facilities and for projecting future parking needs. Studies relating to alternative transportation methods are also available.</p> <p>For additional information contact the Office of Project Development and Management at (916) 324-0214 (CALNET 454-0214).</p> <p>Project Scheduling: The OPDM provides computerized scheduling services for planning, design and construction of capital projects. Schedules include bar chart schedules, critical path method (CPM) schedules, resource allocation schedules and cash flow reports.</p> <p>For additional information, contact the Office of Project Development and Management - Project Control Unit at (916) 322-5257 (CALNET 492-5257)</p> <p>Remodeling:</p>	<p>Estimates available upon request.</p> <p>Estimates available upon request.</p> <p>Estimates available upon request.</p> <p>Estimates available upon request.</p>	<p>Estimates available upon request.</p> <p>Estimates available upon request.</p> <p>Estimates available upon request.</p> <p>Estimates available upon request.</p>

SERVICE	PRICE	
	1996-97	1997-98
<p>The OPDM provides consultation on the planning, financing, phasing, scheduling, design and construction of major remodeling projects.</p> <p>For additional information, contact the Office of Project Development and Management at (916) 322-5257 (CALNET 492-5257)</p>	Estimates available upon request.	Estimates available upon request.
PROJECT SCHEDULING see Project Development and Management		
PROPERTY ACQUISITION see Real Estate and Design Services		
<p>PROPERTY REUTILIZATION SERVICES (AR CODE 1580) Ensures maximum utilization of surplus personal property and equipment. Services include buying, selling, trading, renting, and emergency loan of equipment. Surplus federal and state property is available. Public sales are held for the disposal of state property only.</p> <p>For additional information contact the Procurement Division in Sacramento (916) 928-4635 or in the Los Angeles area (714) 449-5900 (CALNET 566-5900).</p>		
<p>PUBLICATIONS - (AR CODE 1550) For listing of titles and prices, see the Publications Catalog available from the Procurement Division, Publications Unit, (916) 574-2200 (CALNET 481-2200).</p>		
PUBLICATIONS - TELEPHONE DIRECTORY see Telecommunications Division		
PURCHASING		
<p>Purchase Order Issuance - (AR CODE 1520) Includes purchase estimate processing, bid preparation and evaluation, product testing, product standards and specifications development, quality control review and product inspection, and materials expediting, including vendor performance follow up.</p>	2.71% of value of order, maximum of \$7,500*	2.71% of value of order, maximum of \$7,500*
<p>Emergency Authorization to Exceed Monetary Subpurchase Order Limit (Form 42) (AR CODE 1520): Reviewing and processing of associated documents.</p>	1.21% of value of order, maximum of \$10,000*	1.21% of value of order, maximum of \$10,000*
<p>Contracts - (AR CODE 1520) Issuance of contracts for use by state agencies in obtaining materials directly from the contract vendor. Includes bid preparation and evaluation, product testing, product standards and specifications development, quality control review and product inspection, and materials expediting including vendor performance follow up. Based on participation of state agencies in the various contracts.</p>	2.71% of value of order, maximum of \$7,500*	2.71% of value of order, maximum of \$7,500*
<p>EDP and Telecommunications Purchase Orders and Contracts for Equipment, Software or Services - (AR CODE 1520): Encompasses the planning and acquisition of electronic data processing and telecommunications goods and services. EDP and telecommunications procurement includes preparation and evaluation of solicitations, contract negotiations, benchmark/equipment demonstrations, and consultation at all levels of the procurement process. Transactions unusually complex in nature will be billed at a separate rate.</p>	4.11% of value of order, maximum of \$35,000*	4.11% of value of order, maximum of \$35,000*
<p>Delegated Procurements Including Purchases Under State Price Schedule (AR CODE 1520): Charge for management and audit of delegated procurements made directly by agencies. Delegated procurements include purchases of EDP and telecommunications equipment and software.</p>	1.21% of value of order.*	1.21% of value of order.*
<p>Master Purchase/Rental/Service Agreement - (AR CODE 1522-1526) Issuance of master agreements for use by state agencies in acquiring equipment or services. Includes Master Rental Agreements of EDP Terminals, Master Purchase Agreements, and Master Service Agreements for EDP and telecommunications goods and services.</p>	1.21% of value of participation in master contract.	1.21% of value of participation in master contract.
<p>California Multiple Award Schedule (CMAS) - (AR CODE 1520): Orders placed against CMAS. For additional information, contact the Procurement</p>	1.21% of value of	1.21% of value of

SERVICE	PRICE	
	1996-97	1997-98
Division at (916) 324-8045 (CALNET 454-8045).	contract.*	contract.*
EDP and Telecommunications Contract Review - (AR CODE 1522) Review and approval of Standard Form 2's and Interagency Agreements initiated by state agencies.	\$90.00 per contract	\$90.00 per contract
EDP Hourly Rate - (AR CODE 1522) For additional information, contact the Procurement Division at (916) 323-6296 (CALNET 473-6297).	\$74.50 per hour	\$74.50 per hour
*These rates also fund a portion of the Office of Small and Minority Business.		
PURCHASING - QUALITY CONTROL - (AR CODE 1510, 1520, 1521) Purchases are tested to ensure that items ordered meet specifications and perform as expected. If products are performing inadequately, contact the Procurement Division (916) 574-2066 (CALNET 481-2066).	This service is provided by the fee assessed on the contract.	This service is provided by the fee assessed on the contract.
PURCHASING - RECYCLED PRODUCTS The Procurement Division provides information regarding specifications and sources of supply for purchases of products made all or in part from recycled materials. For additional information call (916) 445-0957 (CALNET 485-0957).		
PURCHASING - TRAFFIC MANAGEMENT - (AR CODE 1540) General freight bill and personal property moving bill audit, master moving contract services. Contact the Procurement Division for additional information (916) 574-2203 (CALNET 481-2203).	1.9% of value of bill audited.	1.9% of value of bill audited.
RADIO ENGINEERING AND MAINTENANCE see Telecommunications Division		
REAL ESTATE AND DESIGN SERVICES Office of Real Estate and Design Services is available to assist agencies with strategic planning to determine current best use of their office facilities (leased or owned) to meet changing program needs. Services may include: projecting facility costs, redesign and reprogramming options, including teleworking and alternative officing, and overall management of real estate assets.		
Real Estate Services - (AR CODE 0720) The Real Estate Section offers complete services for site selection, appraisal, appraisal review, acquisition, condemnation, relocation assistance, property management and sale and leasing of surplus property. Real estate services related to the sale and leasing of some surplus properties are funded by the G.C. 15863 Property Acquisition Law Money Account.	\$90.00 per hour	\$90.00 per hour
Proactive Asset Management (PAM) Services - (AR CODE 0720, 0730) The Proactive Asset Management Unit coordinates Regional Planning as it relates to property utilization, studies of underutilized properties, identification of tenants for new state owned or leased facilities, development of financing alternatives and the inter-relationship among acquisition, leasing, and construction of facilities. These services are reimbursed by both the G.C. 15863 Property Acquisition Law Money Account at cost and a portion of the Lease Management Fee.		
Statewide Property Inventory (SPI) - (AR CODE 0740) An inventory of all state proprietary land holdings and DGS managed leases is maintained and available for reference. The highway operating right of way and airspace for the Department of Transportation are exempt from being included in the SPI.	Ad hoc and standard reports available upon request w/o charge. Fee may be required if request involves a large amount of research.	Ad hoc and standard reports available upon request w/o charge. Fee may be required if request involves a large amount of research.
OFFICE AND WAREHOUSE SPACE Leasing Services - (AR CODE 0712, 0730) A. Site survey and search, solicitation, evaluation of available properties, preparation of bid packages, conduct of competitive bidding, lease negotiation and preparation for office, warehouse, laboratory space, lease-purchase, and ongoing lease management. (AR CODE 0730)	1.65% of monthly rent	1.65% of monthly rent

SERVICE	PRICE	
	1996-97	1997-98
B. Build to suit facilities: Hourly leasing services as outlined in A above, obtaining assignable options, and zoning coordination. (AR CODE 0712)	\$90.00 per hour	\$90.00 per hour
REAL ESTATE AND DESIGN SERVICES (CONT'D)		
C. Hourly leasing services which include client document review, land lease, parking, telecommunication sites and special studies. (AR CODE 0712)	\$90.00 per hour	\$90.00 per hour
Space Planning Services - (AR CODE 0711)		
The Office of Real Estate and Design Services provides space planning services for privately leased space. The Office of Buildings and Grounds provides space planning services for DGS managed State owned buildings.		
A. Space Planning: layout, design, preparation of specifications and drawings, and building review as necessary for initial arrangements of new premises, expansion and/or alterations of existing space, and build-to-suit projects.	\$77.00 per hour	\$77.00 per hour
B. Space Programming: determine program and service space needs; physical and functional relationships; cost and time estimates for construction.	\$77.00 per hour	\$77.00 per hour
Note: If there are substantial changes in program scope which require extensive replanning and/or leasing effort, the project in hand will be canceled and billed at the hourly rate for actual time spent. For additional information, contact the Office of Real Estate and Design Services, (916) 445-9693 (CALNET 485-9693). For information regarding space planning services for DGS managed buildings contact the Office of Buildings and Grounds, (916) 445-3445 (CALNET 485-3445).		
RECORDS MANAGEMENT SERVICES see Information and Records Management Services		
RECYCLED LASER PRINTER CARTRIDGES see Remanufactured Laser Printer Cartridges		
RECYCLING see California State Computer Store		
RECYCLING, COMPUTER see Office Machine Repair Service		
REMANUFACTURED LASER PRINTER CARTRIDGES - (AR CODE 1700) Top quality remanufactured laser printer cartridges are available for printers made by Apple, Brother, Cannon, Hewlett-Packard, QMS and most other laser printer manufacturers. This new contract requires the remanufacturer meet or exceed all printer manufacturer specifications, and quality is assured through an independent testing laboratory. This contract gives you the advantage of quick and easy ordering, a 1-800 toll-free customer service number, fast delivery and substantial savings over new cartridge products. Using this contract not only saves your agency money, it also makes good environmental sense by reducing the burden on our landfills. State agencies, cities, counties, special districts and public education institutions may use the contract. For more information, please contact the Office of Information Services, ITEC at (916) 323-3063, (CALNET 473-3063) FAX (916) 322-2055, Internet http://www.sws.dgs.ca.gov/itec.html	\$3.00 fee included in the price of cartridge.	\$3.00 fee included in the price of cartridge.
REMODELING see Project Development and Management		
RENT Rent for all Multiple-Tenant General Services' Buildings:*		
Office Space	\$1.48 per month per sq. ft.	\$1.54 per month per sq. ft.
Storage Area	\$0.37 per month	\$0.39 per month

SERVICE	PRICE	
	1996-97	1997-98
<p>*The new Attorney General Building in Sacramento and the new Riverside State Building have separate rates. For information, contact the Office of Building and Grounds at (916) 327-6224 (CALNET 467-6224).</p> <p>see also Building Maintenance and Operation</p>	per sq. ft.	per sq. ft.
REPAIR SERVICES		
see Office Machine Repair Service		
REPROGRAPHIC SERVICES		
<p>All reproduction work is to be submitted camera-ready. Work submitted that is not camera-ready will either be forwarded to composing or returned to the customer as determined by the customer.</p> <p>For additional information, contact the Office of State Printing at (916) 445-5368 (CALNET 485-5368).</p>	Estimates available upon request and consultation.	Estimates available upon request and consultation.
REQUIREMENTS DEFINITION		
see Technology Consulting Services		
RESEARCH		
see Electronic Information Libraries		
RISK AND INSURANCE MANAGEMENT		
<p>Defensive Driver Training - (AR CODE 1230):</p> <p>The Defensive Driver Training Program is designed as a catalyst to stimulate drivers to think in terms of minimizing their risks in order to avoid or reduce the severity of accidents.</p> <p>Courses offered include:</p> <ol style="list-style-type: none"> 1. Defensive Driver Classroom Training 2. Van Pool Classroom Training 3. Behind-the-Wheel Training 4. One-on-One Behind-the-Wheel Training <p>For additional information, contact the Office of Risk and Insurance Management, 1325 J Street, Suite 1800, Sacramento, CA 95814, OR CALL (916) 445-9809 (CALNET 485-9809).</p>	<p>\$20.00 per student</p> <p>\$35.00 per student</p> <p>\$125.00 per student</p> <p>\$550.00 per student</p>	<p>\$20.00 per student</p> <p>\$35.00 per student</p> <p>\$125.00 per student</p> <p>\$550.00 per student</p>
<p>First Aid-CPR Training - (AR CODE 1260):</p> <p>The First Aid-CPR Training Program presents courses of instruction covering first aid for respiratory and circulatory emergencies along with care for seriously injured accident victims. Courses offered include:</p> <ol style="list-style-type: none"> 1. Medic First Aid/One Rescuer Adult/CPR 2. CPR Recertification <p>For additional information, contact the Office of Risk and Insurance Management, 1325 J Street, Suite 1800, Sacramento, CA 95814, OR CALL (916) 445-9809 (CALNET 485-9809).</p>	<p>\$35.00 per student</p> <p>\$20.00 per student</p>	<p>\$35.00 per student</p> <p>\$20.00 per student</p>
RISK AND INSURANCE MANAGEMENT (CONT'D)		
<p>Hazardous Contract Review/Insurance Consulting - (AR CODE 1210, 1310):</p> <p>The Office of Risk and Insurance Management can assist agencies by reviewing hazardous contracts and insurance certificates to ensure that the insurance coverage meets applicable standards.</p>	\$35.00 per contract	\$35.00 per contract
<p>Insurance Procurement - (AR CODE 1220)</p> <p>Commercial insurance is purchased to protect state property or to protect from tort liability required by specific statute or contractual agreement. Included in purchasing is policy administration for term of the policy; administration of claims presented under the policy; and loss and accident prevention advice which will improve the risk.</p> <p>For additional information, call (916) 445-2184 (CALNET 485-2184).</p>	10.0% of premium	10% of premium
<p>Motor Vehicle Liability - (AR CODE 9021):</p> <p>Insured agencies will be charged a variable rate for each owned vehicle based on past actual accident and loss experience.</p> <p>For additional information, call (916) 323-3868 (CALNET 473-3868).</p>		

SERVICE	PRICE	
	1996-97	1997-98
Risk and Insurance Consulting - (AR CODE 1210): Risk and insurance consulting projects may be contracted by interagency agreement for extraordinary policy administration or for special services on risk, insurance and employee benefit problems. For additional information, call (916) 445-2184 (CALNET 485-2184).	\$86.00 per hour	\$86.00 per hour
Self Insurance Letters - (AR CODE 1210): Upon request, the Office of Risk and Insurance Management will provide self insurance letters to satisfy various parties as required. Typically, these letters are prepared to meet contractual obligations.	\$35.00 per letter	\$35.00 per letter
State Safety Training - (AR CODE 1240): The State Safety Training Program is a three week training course for departmental safety officers. It is a comprehensive program designed to assist the departmental safety officers in developing a firm technical background in safety. For additional information, call (916) 445-9809 (CALNET 485-9809).	\$750.00 per student	\$750.00 per student
SAM see State Administrative Manual		
SATELLITE EDUCATION PROGRAMS see Data Processing - Computer Training		
SCHOOL CONSTRUCTION INSPECTION see Architecture, Engineering and Construction Services		
SITE ANALYSIS see Project Development and Management - Facilities Planning Services		
SMALL AND MINORITY BUSINESS - (AR CODE 2640) The Office of Small and Minority Business (OSMB) provides business information services to further participation in state contracting. The OSMB is funded on a fee-for-service basis. A surcharge is placed on commodities purchased by the Procurement Division*, and on construction contracts and private architectural and engineering contracts awarded by the Division of the State Architect and the Office of Project Development and Management. * Already included in the Procurement Division rates THE OSMB PROVIDES THE FOLLOWING SERVICES: California State Contracts Register: see Contract Advertising Small Business Certification: Certifies businesses eligible for the five percent Small Business preference. Disabled Veteran Business Enterprise (DVBE) Certification: Certifies businesses eligible for the DVBE three percent contract participation goal. Small, Minority, Women, and Disabled Veteran Business Enterprise (S/M/W/DVBE) Programs: Serves as a resource agency for information, training and consultation regarding state S/M/W/DVBE contracting programs. Target Area Contract Preference Act (TACPA): Serves as the TACPA administering agency. The TACPA stimulates state contracting opportunities in designated distressed areas. Employment and Economic Incentive Act (EEIA): Serves as the EEIA administering agency. The EEIA stimulates state contracting opportunities in designated enterprise zones.		
	0.21% of dollar value	0.21% of dollar value

SERVICE	PRICE	
	1996-97	1997-98
<p>For more information contact the Office of Small and Minority Business (916) 323-5478 (CALNET 473-5478) or visit OSMB's Internet homepage, http://dgs.ca.gov/osmb</p>		
SOFTWARE SOURCE - (AR CODE 1760)		
<p>Personal computer software is what the Software Source sells. You can purchase both packaged and unpackaged software below market prices. Packaged software comes in a shrink wrapped box that contains software license, diskettes and manuals. Many government agencies are switching to unpackaged software because they are able to purchase a site license that covers the whole organization. Site license purchaser's save between 40% and 80% off list price. Schools save even more.</p> <p>Adobe, ACI US, IBM, IMS, Borland, Lotus, Microsoft, Novell, Symantec and other popular software publishers are included in the unpackaged, site license program.</p> <p>State agencies, cities, counties, special districts and public education institutions may use the contract.</p> <p>For more information, please contact the Office of Information Services, ITEC at (916) 323-3063 (CALNET 473-3063), FAX (916) 322-2055, Internet http://www.sws.dgs.ca.gov/itec/index.html</p>	1.21% of value of purchase order	1.21% of value of purchase order
SOUND SYSTEMS AND EQUIPMENT		
see Telecommunications Division		
SPACE PLANNING		
<p>see Real Estate and Design Services - Space Planning Services</p> <p>Building Maintenance and Operation - Space Planning Services</p>		
SPECIFICATIONS		
<p>Architecture - see Architecture, Engineering and Construction Services</p> <p>Communication - see Telecommunications Division</p> <p>Procurement - see Purchasing</p> <p>Space Management - see Real Estate and Design Services - Space Planning Services</p>		
STATE ADMINISTRATIVE MANUAL (SAM) - (AR CODE 1790)		
<p>Maintain, review, develop, publish, and disseminate the State Administrative Manual (SAM), revisions to the SAM called Transmittal Letters (TL), and Management Memos (MM). SAM is also available on the Internet (http://www.dgs.ca.gov), and on CDRom.</p>		
Annual Subscription, including Management Memos	\$120.50	\$120.50
Complete SAM	\$241.00	\$241.00
<p>Training on use of SAM via internet and/or CDRom available through SEEP. For times and costs, contact (916) 445-0397 (CALNET 483-0397)</p> <p>For additional information contact the Office of Information Services at (916) 445-9492 (CALNET 485-9492). For SAM on CDRom, contact (916) 323-5966 (CALNET 473-5966)</p>		
STATE COMPUTER STORE		
see California State Computer Store		
STATE EDP EDUCATION PROGRAM (SEEP) - (AR CODE 1740)		
<p>SEEP celebrates over 24 years of service. Because of the longevity of its program, SEEP continually witnesses and experiences many technological changes. SEEP evolves with the ever changing pace of technology. Annually, SEEP trains over 9,000 government employees in utilizing technology effectively. SEEP aids government workers in keeping employable and remaining productive.</p> <p>By regularly measuring the requests and responses from our customers, SEEP continually improves our services. Some customer driven services include:</p> <ul style="list-style-type: none"> - Distance Learning with satellite & video (United States and Canada) - Statewide Training through CompUSA & Evernet (Sacramento, Los Angeles, and San Francisco) - Computer Based - Self-paced Learning Center (Sacramento) - Data Processing Managers Academy (Annual) 		

SERVICE

PRICE

1996-97

1997-98

- Executive Institute (Annual)
- Designing courses to your specifications
- Saving YOU time by securing instructors quickly
- Providing "Just In Time" training at your site or ours
- Customized training

Course costs vary depending on service. Please call (916) 445-0397 to receive a free catalog. Catalog includes course description, dates, and costs.

STATE EDP EDUCATION PROGRAM (SEEP) - (AR CODE 1740) - CONT'D

Classroom Rentals

All of SEEP's classrooms are available for rent on a space-available basis. Advance reservations are required. SEEP's classrooms are equipped with most DOS, Windows, and Macintosh application software and include Internet and Oracle access.

- Mt. Diablo Classroom	10 Power PCs	\$400.00/day	\$400.00/day
- Mt. Lassen Classroom	Lecture for 30 Students	\$300.00/day	\$300.00/day
- Mt. Lassen Satellite Classroom	Satellite	\$450.00/day or \$150.00/hour	\$450.00/day or \$150.00/hour
- Mt. Shasta Classroom	15 386 Computers	\$400.00/day	\$400.00/day
- Mt. Tamalpais Classroom	15 486 Computers	\$400.00/day	\$400.00/day
- Mt. Whitney Classroom	15 486 Computers	\$400.00/day	\$400.00/day
- Internet Classroom			

How to Register

For course registration, please call (916) 445-0397 (CALNET 485-0397), or Internet <http://www.dgs.ca.gov> and request a SEEP registration form. To obtain catalogs or additional information, contact the SEEP registrars at (916) 445-0397 (CALNET 485-0397), 1500 5th Street, Suite 101, Sacramento, CA 95814. For further information, contact SEEP's Manager, at (916) 323-1184 (CALNET 473-1184).

STATIONERY

see Printing - Business Stationery

STORAGE

see Information and Records Management Services
Warehouse Services

STRATEGIC & MANAGEMENT CONSULTANTS - (AR CODE 1755)

Twenty consulting firms provide strategic planning facilitation services in business and information systems areas. They consult in areas related to strategic planning and strategic plan implementation, business process re-engineering, performance measurement, project management, and tactical planning. They can quickly help your organization identify goals, objectives, strategic issues and key action areas.

State agencies, cities, counties, special districts and public education institutions may use the contract.

For more information, please contact the Office of Information Services, ITEC at (916) 323-3063 (CALNET 473-3063), FAX (916) 322-2055, Internet <http://www.sws.dgs.ca.gov/itec.html>

STRUCTURAL ENGINEER

see Architecture, Engineering and Construction Services

SUPPLIES - MATERIALS MANAGEMENT (AR CODE 1550)

A Materials Services Catalog is published annually listing available supplies and prices. For information on this catalog contact the Procurement Division (916) 574-2241 (CALNET 481-2241)

SURPLUS PROPERTY

see Automobile Sales
Property Reutilization Services
Real Estate and Design Services

SERVICE	PRICE	
	1996-97	1997-98
SURPLUS PROPERTY FEDERAL - (AR CODE 1580)		
Surplus Property Federal is available through Procurement Division, Surplus Hardware Program. All tax supported agencies and nonprofit, tax exempt, educational, public health, license approved or accredited organizations may purchase donated Federal Surplus Property.		
For additional information, contact the Procurement Division, Surplus Property in Sacramento at (916) 928-4633 or in the Los Angeles area (714) 449-5900 (CALNET 666-5900).		
SYSTEM ANALYSIS		
see Technology Consulting Services		
TARGET AREA CONTRACT PREFERENCE ACT		
see Small and Minority Business		
TECHNOLOGY CONSULTING SERVICES - (AR CODE 1770)		
DP services provided by the Office of Information Services, Statewide Programs (SP) include:		
<ul style="list-style-type: none"> - Application and Database Development - CD-ROM and Electronic Publishing - Electronic Commerce/Electronic Data Interchange (EC/EDI) - Internet Services - Key Data Entry Services - Network Services 		
For additional information, contact the Office of Information Services, Statewide Service Programs, (916) 324-0544 (CALNET 454-0544) or (916) 322-7590 (CALNET 492-7590)		
Application Processing Services - (AR CODE 1770)		
The TCS provides data guidance services for many clients who need periodic support for Teale based systems.	Estimates available upon request and consultation.	Estimates available upon request and consultation.
CD-ROM and Electronic Publishing - (AR CODE 1712)		
Obtain access to current DGS publications through paperless CD-ROM Technology.		
DGS InfoDisc Subscription Rates:		
Stand Alone Windows Version	\$300.00 per year	\$300.00 per year
Basic Windows Network Server	\$525.00 per year plus \$3 per client per year.	\$525.00 per year plus \$3 per client per year
Windows LAN/WAN Site License:		
- Up to 250 client workstations	\$1,000.00 per year	\$1,000.00 per year
- Up to 1000 client workstations	\$2,500.00 per year	\$2,500.00 per year
Unlimited Agency License	\$5,000.00 per year	\$5,000.00 per year
Additional CD Media	\$60.00 annually	\$60.00 annually
Custom Projects and Technical Services:		
Master CD-ROM setup & recording	\$500.00 per title	\$500.00 per title
Additional One-Off Writeable CD-ROM project management & consulting services available on a project basis.	\$30.00 each	\$30.00 each
Electronic Commerce/Electronic Data Interchange (EC/EDI) - (AR CODE 1770)		
Trained staff is available to help you conduct your business or service electronically. We can help you re-engineer your work and take advantage of electronic commerce. This includes conducting business analysis, preparing Feasibility Study Reports, extensive use of E-mail, FAX, electronic bulletin boards, databases, interfaces, and Electronic Data Interchange (EDI--computer to computer transactions).		
TECHNOLOGY CONSULTING SERVICES - (AR CODE 1770) - CONT'D		
Internet Services - (AR CODE 1770)		
Consider using the Internet to get your information and services out to other state agencies, local government, special districts and the public.	Estimates available upon request and consultation.	Estimates available upon request and consultation.
The Internet Services Group has staff available for:		
<ul style="list-style-type: none"> - Development of Home Pages - Planning for use of the Internet - Preparing Feasibility Study Reports - Application Development - Interfaces - Infrastructure Design 		

SERVICE	PRICE	
	1996-97	1997-98
Key Data Entry Services - (AR CODE 1770) Key data entry services are available through the data guidance unit of the Office of Information Services at a cost effective rate. State and local governments are welcome to use the master services agreement for key data entry services that we administer.	Estimates available upon request and consultation.	Estimates available upon request and consultation.
Network Services - (AR CODE 1770) State Programs (SP) provides a variety of LAN/WAN support services including network configuration, hardware/software installation, and system integration.	Estimates available upon request and consultation.	Estimates available upon request and consultation.
TELECOMMUNICATIONS DIVISION		
Communications - Engineering Consulting - (AR CODE 1060) Engineering consulting services are provided where no base system or equipment units exist. Services include systems and equipment design engineering, specification preparation and review, equipment evaluation and testing, and FCC licensing. For detailed information contact the Telecommunications Division at (916) 657-9405 (CALNET 437-9405).		
Publications - Telephone Directory - (AR CODE 1560) Counter and mail order sales purchased through the Documents & Publication Unit, Procurement Division, (916) 574-2200 (CALNET 481-2200).		
Radio Engineering - (AR CODE 1560) Radio engineering associated with a new and existing Public Safety and Public Service communication system includes system planning and design, site and coverage surveys, FCC licensing and frequency coordination, technical specification preparation, equipment evaluation and testing, installation, and modification engineering. Travel time associated with engineering work is charged at the hourly rate. For additional information contact the Telecommunications Division at (916) 657-9405 (CALNET 437-9405).	\$86.00 per hour	\$86.00 per hour
Radio Maintenance - (AR CODE 1020) Equipment Installation and Modification: Equipment installation, modification, and relocation. Travel time is charged at the hourly rate. Parts are additional.	\$80.00 per hour	\$80.00 per hour
Mobile Radio Equipment Installation/Removal (Flat Rate): Installation/Removal of mobile radios, scanning receivers, outside speakers, electronic sirens with or without lightbars, mobile vehicular chargers, and amplifiers. Travel time is charged at the hourly rate.	Estimates available upon request.	Estimates available upon request.
Radio Repair and Maintenance (Hourly Rate): Breakdown repair, preventive maintenance, FCC check. Travel time is charged at the hourly rate. Repair parts are additional.	\$80.00 per hour	\$80.00 per hour
TELECOMMUNICATIONS DIVISION (CONT'D)		
Radio Repair and Maintenance (Unit Rate): Breakdown repair, preventive maintenance. FCC check, parts and travel included. Rates are based on equipment usage, type and age.	Estimates available upon request.	Estimates available upon request.
Emergency Repair (Hourly Rate): Technician call-back for emergency repairs after normal working hours, weekends and holidays. Travel time is additional. (Minimum four hours charged per Department of Personnel Administration Rule 599.708). For additional information contact the Telecommunications Division, (916) 657-9418 (CALNET 437-9418).	\$80.00 per hour	\$80.00 per hour
Telecommunications Services - (AR CODE 1010, 1040, 1050, 1060) CALNET Basic Rate - (AR CODE 1010) Intrastate calls to anywhere within California during the normal business hours (8:00 a.m. to 5:00 p.m.) will vary from \$0.034 per minute to \$0.105 per minute, depending on originate/terminate variables and network access method.	Overall effective rate of \$0.078 per minute.	Overall effective rate of \$0.078 per minute
CALNET Eve/Nite Rate - (AR CODE 1010) Intrastate calls to anywhere within California during the evenings (5:00 p.m. to 8:00 a.m.) weekends, and State holidays. The CALNET Eve/Nite rate is determined based on a 30% discount applied to the CALNET Basic Rate.	Overall effective rate of \$0.055 per minute.	Overall effective rate of \$0.055 per minute

SERVICE	PRICE	
	1996-97	1997-98
CALNET Interstate Calls - (AR CODE 1010) Calls made to locations outside of California.	45% discount on AT&T message toll service rates.	45% discount on AT&T message toll service rates.
CALNET Calling Card - (AR CODE 1010) Provides access to CALNET services when away from the office.	CALNET rates plus \$0.20 per call.	CALNET rates plus \$0.20 per call.
State Telephone Directory - (AR CODE 1560) State Telephone Directories may be bulk ordered prior to publication at a reduced rate by contacting the State Telephone Directory Coordinator, (916) 657-9661 (CALNET 437-9661).		
System Design and Specifications - (AR CODE 1050, 1060) Encompasses the system review, design, development of technical specifications, technical bid reviews, equipment evaluations, and installation coordination. Systems unusually complex in nature will be billed at the Systems Engineering and Consulting rate on an hourly basis, see Systems Engineering and Consulting below.	2.9% of project purchase price. (maximum of \$50,000)	2.9% of project purchase price. (maximum of \$50,000)
System Engineering and Consulting - (AR CODE 1040, 1060) Telephone and data system engineering and consulting services are provided for more complex projects. Some specific consulting fields are; building wiring, telephone system design, data network design, and other areas upon request. For further information contact the Telecommunications Division (916) 657-9227 (CALNET 437-9227).	\$82.00 per hour	\$86.00 per hour
TEMPORARY EMPLOYEE SERVICE CONTRACTS see Professional Temporary Services		
TEMPORARY HELP SERVICE CONTRACTS see Professional Temporary Services		
TRACTORS - REPAIR SERVICE Local Inspectors of Automotive Equipment are available for consultation. Contact the Office of Fleet Administration (916) 327-2083 (CALNET 467-2083).		
TRAINING, COMPUTER see State EDP Education Program		
TRAINING, PLANNING see Strategic Management & Consulting Services		
TRAINING VIA CABLE, SATELLITE see State EDP Education Program		
TREE MAINTENANCE see Building Maintenance and Operation		
TYPEWRITER REPAIR see Office Machine Repair Service		
UPGRADES, COMPUTER see Office Machine Repair Service		
VACANCY, TEMPORARY EMPLOYEES see Professional Legal Services (Certified Shorthand Reporters) Professional Temporary Services		
VAULT SERVICES - (AR CODE 2610) The Division of the State Architect currently offers vault services for building design and construction plans. Services include records management, storage, duplication and maintenance. For additional information, contact the Division of State Architect, (916) 445-3788 (CALNET 485-3788)	Cost available upon request.	Cost available upon request.
VIDEOCONFERENCING - (AR CODE 1755) Videoconferencing technology permits people from two or more distant locations to meet as if they were in the same room. Obviously videoconferences save travel money and time. However, the real return on investment comes from so called soft	\$75.00 per hour per DGS site.	\$75.00 per hour per DGS site.

SERVICE

savings resulting in faster and better informed decision making which results in shorter project life cycles. Videoconferences are used for staff meetings, training, interviews, arraignments, contract negotiation, hearings, personnel activities, medical evaluations and so on.

The statewide master contract allows state and local agencies to purchase, lease or rent videoconferencing equipment. The master contract contains provisions to ensure that your videoconferencing project will succeed. Prior to purchase there is free consultation, and after purchase, the price includes installation, maintenance and support for all problems including phone company network issues.

State agencies, cities, counties, special districts and public education institutions may use this contract.

For more information, please contact the Office of Information Services, ITEC at (916) 323-2055 (CALNET 473-2055), FAX (916) 322-2055, Internet <http://www.sws.dgs.ca.gov/itec.html>

The Office of Information Services offers a public videoconferencing and distant learning center at 1500 5th Street in Sacramento. Public and private organizations/individuals may rent this room. For more information, please contact the videoconferencing room coordinator at (916) 322-2100 (CALNET 492-2100), FAX (916) 322-2055.

WAREHOUSE - BUILDING PROGRAM

see Project Development and Management

WAREHOUSE PLANNING

see Real Estate and Design Services

WAREHOUSE SERVICES (AR CODE 1570)

Transit Storage: The service includes receiving, storage and local delivery.

For further information contact the Procurement Division in Sacramento at (916) 574-2277 (CALNET 481-2277), or in the Los Angeles area at (714) 449-5919 (CALNET 666-5919).

WINDOW CLEANING

see Building Maintenance and Operation

PRICE

1996-97

1997-98

(Includes room, equipment usage and CALNET charges.)

\$0.11 per cu. ft./
(\$5.00 minimum) per
month.

\$0.11 per cu. ft./
(\$5.00 minimum) per
month.

SERVICE LISTING BY OFFICE

ADMINISTRATIVE HEARINGS, OFFICE OF

See:

Administrative Hearings

ADMINISTRATIVE SERVICES, OFFICE OF

See:

Human Resources, Office of

BUILDING AND GROUNDS, OFFICE OF

See:

Building Maintenance and Operation
Rent

ENERGY ASSESSMENTS, OFFICE OF

See:

Energy
Energy Consulting
Natural Gas Procurement

FISCAL SERVICES, OFFICE OF

See:

Accounting and Financial Services

FLEET ADMINISTRATION, OFFICE OF

See:

Automobile Purchases
Automobile Rental
Automobile Sales
Automobile Inspection Service
Automotive Maintenance Service
Farm Machinery - Repair and Service
General Services Charge Cards
Parking - Space Rental
Tractors - Repair Service

HUMAN RESOURCES, OFFICE OF

See: Human Resources - Services

INFORMATION SERVICES, OFFICE OF

See:

Application Processing Services
Bill Tracking
Business Analysis
Business Planning
California State Computer Store
CD-ROM and Electronic Publishing
Certified Shorthand Reporters
Computer Recycling
Computer Repair Services
Computer Software
Computer Store
Computer Systems & Services
Computer Training
Computer Upgrades
Consultants
Data Processing Services
Databases
Destruction of Confidential Records

INFORMATION SERVICES, OFFICE OF (CONT'D)

EC/EDI Services
EDP Staffing
Education Programs for Managers/Executives
Electronic Data Processing
Electronic Information Libraries
Imaging & Document Management
Information and Records Management Services
Internet Services
Key Data Entry Services
Legal Assistants

SERVICE LISTING BY OFFICE

Legal Research
Master Contracts
Microfilm Systems
Network Services
Office Machine Repair Services
Professional Legal Services (Court Reporters)
Professional Temporary Services
Remanufactured Laser Printer Cartridges
Satellite Education Programs
Software Source
State Administrative Manual (SAM)
State EDP Education Program (SEEP)
Strategic Management & Consulting Services
Technology Consulting Services
Videoconferencing

LEGAL SERVICES, OFFICE OF

See:

Bid Protest Services
Contracts and Other Documents
Legal Advice Hourly Services

PRINTING, OFFICE OF STATE

See:

Addressing Services
Business Cards
Delivery Service
Duplicating Services
Envelopes
Graphic Arts Services
Mail Service
Messenger Service
Printing - Business Stationery
Printing - Special Products
Printing - Special Services
Printing- Standard Publications
Reprographic Services
Reprographic Services
Stationery

PROCUREMENT DIVISION

See:

Business Equipment Management
Moving State and Household Goods
Property Reutilization Services
Publications
Purchasing

PROCUREMENT DIVISION (CONT'D)

Purchasing - Quality Control
Purchasing - Recycled Products
Purchasing - Traffic Management
Supplies - Materials Management
Surplus Property Federal
Warehouse Services

PROJECT DEVELOPMENT AND MANAGEMENT, OFFICE OF

See:

Capital Project Delivery
Claims Management
Contracting Services
Cost Estimating
Economic Analysis
Environmental Planning Services
Facilities Planning Services/Office Building Planning and Analysis
Laboratory-Building Program
Parking - Development and Feasibility Studies
Project Development and Management
Remodeling
Site Analysis

SERVICE LISTING BY OFFICE

Warehouse-Building Program

REAL ESTATE AND DESIGN SERVICES, OFFICE OF

See:

- Alterations Services
- Carpet Standards
- Easements
- Land Acquisition
- Land Index
- Land Sales
- Leasing
- Office and Warehouse Space
- Office Buildings-Alterations Services (privately leased space)
- Property Acquisition
- Real Estate and Design Services
- Space Planning
- Warehouse Planning

RISK AND INSURANCE MANAGEMENT, OFFICE OF

See:

- Risk and Insurance Management

SMALL AND MINORITY BUSINESS, OFFICE OF

See:

- Contract Advertising
- Small and Minority Business

STATE ARCHITECT, DIVISION OF THE

See:

- Architecture, Engineering and Construction Services
- Vault Services

TELECOMMUNICATIONS, DIVISION OF

See:

- Telecommunications Division

Department of General Services

Price Book & Directory of Services

ADD, CHANGE or DELETE

(Please circle one)

To Add, Change, or Delete your agency from the General Services Price Book & Directory of Services mailing list, please circle the action to be taken and provide the information below as appropriate. Please use your agency/unit/title rather than an individual's name. Mail the completed form to:

Department of General Services
Office of Fiscal Services
Budget & Planning Section
1325 J Street, Suite 1602 C-18
Sacramento, CA 95814

NEW ADDRESS

OLD ADDRESS

Department:	Department:
Division/Office:	Division/Office:
Unit/Section:	Unit/Section:
Street Address:	Street Address:
City: State: Zip:	City: State: Zip:
Interagency Mail Code (IMS):	Interagency Mail Code (IMS):
Number of Copies:	Number of Copies:

COMMENTS:
